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JR

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

S&T Training Program

DD/A Registry

BS-1331

FROM

1026 C of C

EXTENSION

NO.

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DATE 12 April 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OTE

2. DDA
7D24 Hqs.3. ExDir
7D55 Hqs.

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TO: 3

Picking up on your reference to our doing more training in the S&T world, attached is a memo we prepared for the S&T on a training program for the Directorate. (The program was developed after a systematic needs survey of the S&T.) It was briefed to Evan and his office chiefs who enthusiastically supported it. The program is now being implemented. I think its a fair beginning, and we will soon undertake similar efforts for the DO and the DA. Be interested in your thoughts on the S&T package.

T-103

OTE 84-6760

29 NOV 84

MEMORANDUM FOR: Deputy Director for Science and Technology

VIA: Deputy Director for Administration

FROM:

Director of Training and Education

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SUBJECT: Proposed Training Program for Directorate of Science and Technology (U)

REFERENCE: Memo for DDS&T, from D/OTE, dtd 30 Oct 84, (OTE 84-6759), Subj: Presentation of Training Recommendations Based on DS&T Needs Assessment (U)

1. This memorandum presents an Office of Training and Education (OTE) training program proposed for the Directorate of Science and Technology (DS&T) for FY-1985 and FY-1986. This new program results from an intensive review of the DS&T conducted jointly by your training staff and OTE. The review included a needs assessment survey of DS&T professional officers and follow-up interviews with key individuals in each of your offices. The results of the needs assessment and the interviews are provided in Attachment A (1 - 7). (U)

2. Although a comprehensive DS&T training program will take several years to evolve, OTE has identified several new initiatives--some of which have already been tasked by the DS&T--for immediate development. Our proposals for FY-1985 and FY-1986 are listed below with a breakdown of course content provided in Attachment B. (U)

FY-1985

- Orientation to the DS&T for Career Trainees

Designed for all incoming Career Trainees, this course, which will form an integral part of the Career Trainee Development Course beginning in February 1985, provides the new professional employee with an overview and understanding of the mission and functions of the DS&T. (U)

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- DS&T Career Trainee Course

Scheduled for its initial running 1 - 26 July 1985, this course is designed primarily for DS&T-bound Career Trainees (12-15 per class). This program relies heavily on practical exercises to provide a variety of DS&T skills to help the Career Trainee become productive immediately upon assignment to his office. (U)

- Contract Process Course

This course is designed to provide the DS&T professional with the skills and information needed to effectively manage contract programs involving both the military and private sector. The course combines discussion of the theoretical and legal aspects of the contract process with practical case studies. The course covers the entire contract process from the determination of requirements to actual delivery, including negotiations and other people-related topics. (U)

- Briefing Technical Material

This course provides the DS&T professional involved in technical programs with a basic understanding of briefing techniques with particular emphasis on handling technical material in the DS&T environment. The course extensively uses videotaped exercises with critiques to sharpen the officers' briefing skills. (U)

- Technical Writing Course

This course is designed to provide DS&T professionals with a thorough grounding in basic writing principles with particular emphasis on technical formats and documents of the DS&T. Practical exercises give the student the opportunity to demonstrate his capability and receive constructive criticism. (U)

- Orientation to Foreign Travel

This course is designed to provide DS&T personnel who frequently travel TDY abroad or who are assigned PCS with the information they need to prepare both themselves and their families. Content includes discussions on travel processing and procedures, what to do in emergencies, [redacted], how to conduct yourself in a foreign culture, and how to protect yourself in an unfriendly environment. (U)

- S&T Seminars

These seminars include scientific and technical lectures, workshops, and tutorials on subjects of interest to the DS&T.

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For example, a Science and Technology Forecasting Seminar currently being developed for the National Intelligence Officer for Science and Technology, Dr. Julian Nall, is a candidate for this series. Programs currently conducted by DS&T-directed contractors, such as [redacted] fall into this category. (U)

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- Program Management and Budget Course

Designed for the middle and senior level manager, the course provides both information and management skills to effectively manage a project. Content includes discussions of the contract process, budget preparation and justification procedures. Security and legal aspects of program management as well as people-related skills, such as negotiations, conflict resolution, and how to conduct meetings are also included. (U)

FY-1986

- S&T Analysis Seminar

This course is designed for experienced officers and analysts who have spent a minimum of three years as intelligence analysts or in equivalent positions or who have been involved in research projects. The focus of the course is on the process rather than the content of analysis. Participants will be expected to share their knowledge, analytic techniques, and experience as the basis for group discussion. This shared background will provide relevant examples for applying various methods and testing techniques to improve the quality of DS&T analysis. (U)

- Principles of Economics

This course represents a series of functionally-oriented courses and is designed to provide any DS&T officer involved in economic intelligence with basic knowledge of general economic principles, terminology, and an understanding of the major economic issues confronting the U.S. Other courses which have a similar functional orientation may follow in FY-1987. (U)

- Mid-East Survey

This is a general orientation course for DS&T officers [redacted] involved with regional affairs analysis at Headquarters who have little background or formal study in the region or need a refresher. Topics covered will include history, geography, religion, traditions, cultural norms and mores, and an overview of the political and military situation. (U)

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SUBJECT: Proposed Training for DS&T (U)

- Africa Survey

This course focuses on Africa and has the same basic design as the one above. (U)

- Managing the New DS&T Employee

This course is designed to provide the first-line supervisor or manager with knowledge and skills which enhance their ability to make the new employee a productive, confident, and satisfied addition to the DS&T. Videotaped role plays, counseling sessions, and other interactive methods will provide the opportunity for the students to practice skills before using them on the job. (U)

- Executive Development for the DS&T

The course provides a forum where DS&T executives (SIS-level) can explore a variety of strategic issues including interAgency-military-industry relationships, strategic planning, the requirements process, the art of "getting things done," and other issues confronting the DS&T and the Agency. (U)

3. In addition to available OTE resources, we will need support from the DS&T. Estimates in terms of personnel and dollars for FY-1985 and FY-1986 are described below. These resources are required to conduct the courses presented in this proposal. As other courses evolve, we will require additional resources. (U)

FY-1985

- For FY-1985, five DS&T rotational instructors or annuitants and two OTE instructors are needed. The minimum grade levels for these seven positions are five GS-13/14s, one GS-12, and one GS-11. In addition, an estimated five consultants will be needed to help design, develop, and prepare various courses, tutorials, lectures, and workshops on such topics as the contract process, program management and budget, technical briefing, technical writing, and specific technical seminars such as those conducted by [redacted] Further selected DS&T substantive experts and guest speakers will be called upon to participate in the review and conduct of courses. (U)

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FY-1986

- For FY-1986, an additional three DS&T rotational instructors or annuitants, one additional OTE instructor, and one additional OTE training assistant will be needed. The minimum grade levels for these five positions are three GS-13/14s, one GS-12, and one GS-6. As many as four consultants may be required to both continue the work begun in FY-1985 and develop new courses or seminars as needed. In addition, the continued participation of selected DS&T experts and guest speakers will be required. (U)

4. We will brief you on the overall program, the individual courses and content, and the proposed implementation schedule on 6 December 1984 as scheduled. (U)

Attachments

DISTRIBUTION:

- Orig - Addressee
- 1 - EDA (w/att)
- 1 - D/OTE (w/o att)
- 1 - C/IT (w/att)
- 2 - OTE/IT/TIB (w/o att)
- 1 - OTE Registry (w/o att)

OTE/IT/TIB [] (23 November 1984)